

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

**REQUIREMENTS CONTRACT: CONTRACTORS TO PROVIDE QUALIFIED, PROFESSIONAL STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES - STATEWIDE**

CONTRACT No.: OT901709

EFFECTIVE DATES: 07/01/08 to 12/31/11

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT901709 that opened on 05/28/08. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Michael S. Shaw, CPPB  
michael.shaw@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS website at the following address:



<http://www.ohio.gov/procure>

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Hugh Quill, Director

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## SPECIAL CONTRACT TERMS AND CONDITIONS

**AMENDMENTS TO CONTRACT TERMS AND CONDITIONS:** The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

**SPECIFICATION QUESTIONS:** Information regarding submission of questions and clarifications for this Bid is provided on page one (1) of the Bid. Through the indicated inquiry closure date, Bidders may visit the Procurement Services website to post Bid related questions at <www.ohio.gov/procure>. Answers to all Bidder questions will be posted on the Procurement Services website and linked to the Bid Number. Bidders can make their own inquiry and/or review all inquiry questions/responses from the same website page from which the Bid document is downloaded. The State will make every effort to respond to website inquiries within forty-eight (48) hours of receipt. The State will not respond to any verbal or written questions received through any other medium. No prospective Bidder shall respond to any verbal instructions or changes to this Bid. Only Bid communications, issued by the Department of Administrative Services, Office of Procurement Services, in a public, published format, will be considered valid.

**MANDATORY/REQUIRED SUBMISSIONS:** As specified, mandatory submissions must be submitted with the Bid Response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services. Failure to provide mandatory submissions with the Bid Response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid Response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

For specific submission requirements, Bidders should refer to Specifications and Requirements and the Bid Submission Check List for a listing of those mandatory submissions due with the Bid Response and those other submissions that should be submitted with the Bid Response, but which do not become mandatory until requested during the Bid evaluation period.

**DESCRIPTIVE LITERATURE:** The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not provided as part of the Bid Response, the Bidder must provide said literature within five (5) business days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the Bid (i.e. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the Bidder to furnish descriptive literature either as part of their Bid Response or within the time specified herein will deem the bidder not responsive.

**PRODUCT SAMPLES:** The Bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible Bidder. If not included as part of their Bid Response, the Bidder will be required to provide the samples within five (5) business days after notification. Failure to provide the samples within the stated time period will result in the Bidder being deemed not responsive. After award of the Contract, the samples will be used as a basis of comparison with actual product delivered under Contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

**MULTIPLE AWARD CONTRACT:** This Bid is issued to establish a Multiple Award Contract (MAC). A MAC is a contract made with more than one supplier of the same or similar types of supplies or services at varying prices for delivery within the same geographic area. The State's obligations under a MAC are subject to the Ohio Controlling Board's continuing authorization to use the MAC program authorizing the use of Multiple Award Contracts. By the signature affixed to Page 1, of this Bid, the Bidder certifies that it is currently in compliance and will continue to adhere to the requirements of the Ohio Ethics Law, Ohio Revised Code Section 102.04. The Bidder affirms that, as applicable to the Bidder, no party listed in Ohio Revised Code Section 3517.13 (I) or (J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or to his campaign committees.

**ESTABLISHED BUSINESS:** To be considered responsive, the Bidder must, at the time of Bid submission be an established business firm with all required licenses, bonds, facilities, equipment and trained personnel necessary to perform the work in this Bid. Documented proof may be required upon request by the Office of Procurement Services.

## SPECIAL CONTRACT TERMS AND CONDITIONS

**EXCEPTIONS:** Any exceptions to these specifications must be explicitly detailed in the Bidder's Response. Exceptions will not disqualify a Bidder's Response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal Bid Responses that meet the overall requirements of these specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the Bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the Bid Response. The State will require the Bidder to retract any intolerable exceptions in order to remain in consideration for award.

**EVALUATION:** Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the State will review every Bid Response to insure that the Bidder has properly responded to all of the requirements of the Bid.

**CONTRACT AWARD:** A Contract will be awarded to all responsive and responsible Bidders.

**SPECIAL CONDITIONS:** The Director, Department of Administrative Services reserves the right to bid large or unusual requirements, for items that may be a part of the awarded Contract, under a separate Bid.

**INCURRED COSTS:** The State is not liable for any costs incurred by the Bidder prior to issuance of a Contract.

**TRANSPORTATION CHARGES:** The Contractor will be responsible for all transportation charges incurred in the delivery of materials and/or services specified in this Bid and resulting Contract.

**SPECIAL CHARGES:** There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this Bid or in any Contract awarded pursuant to this Bid. The Contractor must provide merchandise/service in unit quantity(s) as indicated in the Bid/Bid Response/Contract.

**SUBCONTRACTING PROHIBITED:** This amendment supersedes Article V, Part Q of the Standard Terms and Conditions. There shall be no subcontracting of the services specified herein. The company name listed on page 1 of the ITB/Contract shall be the company (through its employees) actually performing the services specified herein. The use of temporary personnel services shall be forbidden unless in an emergency situation in which prior approval has been given by the using agency.

**DELIVERY AND ACCEPTANCE:** Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

**TIMELINESS OF DELIVERY:** All orders will be placed with the expectation of delivery as prescribed in the purchase order. The Contractor shall acknowledge the purchase order and verify the anticipated delivery date. If, for any reason, the verified delivery date differs from the date on the purchase order, the Contractor must notify the issuing agency and receive their agreement to the date change in writing. Merchandise delivery that exceeds the agreed upon delivery date may be subject to recovery of damages. Reference Liquidated Damages and Section V, Performance Agreement.

**LIQUIDATED DAMAGES:** In the event that an awarded Contractor fails to perform within the timeframe specified by the Contract and/or purchase order, the agency will contact the Contractor to determine when the purchase order will be fulfilled. If the Contractor cannot fulfill the purchase order requirements within a timeline acceptable to the agency, the agency may procure like-kind supplies/services from another resource and invoice the Contract provider for the full additional amount charged by the third party provider. Invoices for said liquidated damages must be deducted from subsequent Contractor invoices prior to payment by the agency.

Under these damage recovery provisions, the agency may: (1) elect to procure any portion of the original order from another source; and/or (2) charge the Contractor for any difference in cost for the service/merchandise procured; and/or (3) cancel any portion of the original order without Contractor penalty. Also reference Supplemental Contract Terms and Conditions, Article S-9, Time of Delivery, and Standard Contract Terms and Conditions, Section II, Contract Remedies.

## SPECIAL CONTRACT TERMS AND CONDITIONS

**FIXED-PRICE WITH ECONOMIC ADJUSTMENT:** The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

**TEMPORARY FUEL ADJUSTMENT:** No request for a temporary fuel adjustment may be requested for the first six (6) months duration of the Contract. Thereafter, should a statewide or national increase in the cost of fuel occur, that is greater than 20% of the cost for fuel in place at the time of Contract award, the Contractor may petition DAS to increase the Contract price(s). The Contractor will be required to provide a cost breakdown of each item to indicate the portion of their product cost that is attributed to fuel. If approved, the Contractor will be permitted to adjust the price(s) by the exact amount of the fuel increase. The increase will be effective seven (7) calendar days after approval. Future requests for fuel cost adjustment will be considered in six (6) month intervals, for the duration of the Contract, under the above conditions. Should a statewide or national decrease in the cost of fuel occur, that is greater than 20% of the cost of fuel at the time of Contract award or approved increase, the Contractor will advise Procurement Services of said decrease and the Contract will be adjusted accordingly. Said decrease will become effective seven (7) calendar days after notification. Failure of the Contractor to notify Procurement Services of a decrease will be considered as a default and the Contractor will be responsible to reimburse the state for any overpayments. Said increases or decreases will be effective on all orders placed on or after the approval date of the adjustment.

**COOPERATIVE PURCHASING CONTRACT:** This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies, if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

SPECIAL CONTRACT TERMS AND CONDITIONS

**CONTRACTOR QUARTERLY SALES REPORT:** The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (i.e. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services  
General Services Division, Term Contract Program  
4200 Surface Road  
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

**USAGE REPORTS:** Every three (3) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Michael S. Shaw.

These reports are in addition to any other reports required by the agency(s).

SPECIFICATIONS AND REQUIREMENTS  
FOR  
STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES

I. SCOPE

The purpose for these specifications is to secure the services of stenograph reporters (reporters) capable of producing reliable, high quality accurate transcripts of hearings and proceedings conducted by the state of Ohio agencies and authorized members of the State's Cooperative Purchasing Program from July 01, 2008 through December 31, 2011. Stenograph reporting services shall cover adjudicatory hearings, public hearings, judicial hearings, or any other hearings, when requested by the using agency.

While it is impossible to estimate the future annual usage of this Contract by all state agencies and/or authorized political subdivisions in terms of hearings, transcript pages, copies, and or reporter hours, the results of a recent Procurement Services survey indicate that annual usage of this service is approximately \$480,000.00 per year. Recent historic and estimated Fiscal Years 2008 and 2009 annual usage for this service is shown as Bid Exhibit Three. These usage figures do not include all State's agencies or any of the State's Cooperative Purchasing Program members.

All future usage figures are estimates and the actual annual usage may be substantially more or less than the estimates given. The State is not responsible for any deviation between the usage estimates and the actual usages.

II. CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

A. Contractor Staffing Qualifications

The Contractor shall meet the following requirements:

1. The Contractor's stenograph reporting staff must maintain a valid Registered Professional Reporter (RPR) certificate and be employed by the Contractor on a full-time basis. Subcontracting is not permitted and may be cause for disqualification.
2. The Contractor must be able to provide qualified, registered professional reporters on a daily basis, upon a twenty-four (24) hour notification from the agency. Because there will be occasions on which two or more hearings may be held simultaneously, the Contractor must, immediately upon contact by the requestor, advise the requesting agency of their staffing capability and ability to fulfill the additional work assignment(s).
3. The Contractor shall presently employ such a sufficient staff of qualified, registered professional reporters that reporters will be available for the requesting agency each and every business day (i.e. weekdays excluding state holidays) at such time and place as the agency, or its hearing examiner, shall determine. The Contractor shall make reporters available on a normal notice of three to five business days. The Contractor reporters must also be available, on occasion, on short notice, possibly as little as one day. Scheduled hearings may be canceled and rescheduled by the agency with advance notice to the Contractor of twenty-four (24) or more hours before the scheduled hearing.

B. Qualified, Registered Professional Reporter Requirements

1. "Qualified Reporters" shall be defined as an individual with a minimum reporting speed of 225 words per minute, in addition to the requirements listed below.
2. Registered Professional Reporter: Is defined as an individual holding a valid Registered Professional Reporter (RPR) Certificate from the National Court Reporters Association (NCRA), and a member in good standing with the National Court Reporters Association.
3. The Contractor and its employees all shall be licensed notaries public of the state of Ohio.
4. Each individual designated for stenograph reporting duties shall be either a full-time officer or a full-time employee of the Contractor, with a minimum of three (3) years reporting experience.

SPECIFICATIONS AND REQUIREMENTS  
FOR  
STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES

C. Verification of Qualifications

1. Contractor Business References: As part of the Bid Response, the Contractor shall submit three (3) references of clients whom their company has served during the past twelve months. Reference information shall include the client phone number, contact person, and address of the client company to facilitate verification of such references.
2. As part of the Bid Response, the Contractor shall submit a list of all stenograph reporters that may be utilized for this Contract.
3. As part of the Bid Response, the Contractor shall submit a copy of each stenograph reporter's current RPR certificate and a copy of their current notary public license for each stenograph reporter that may be utilized for this Contract.
4. As part of the Bid Response, the Contractor shall submit a statement attesting to the words per minute speed of each stenograph reporter that may be utilized for this Contract.
5. Employee References: The Contractor shall submit with the Bid Response references documenting at least three (3) years of stenograph reporting experience for each employee that may be assigned to this Contract. Reference information shall include company phone number, contact person, and address of the company to facilitate verification of such references.

III. TRANSCRIPT REQUIREMENTS

A. General Requirements – applicable to most all agencies

The following guidelines shall be followed when preparing transcripts:

1. No fewer than twenty-five typed lines on standard eight and one-half inch by eleven inch paper;
2. The use of all caps is prohibited;
3. No fewer than ten characters to the typed inch;
4. Left-hand margin to be set at no more than one and three-quarters of an inch;
5. Right-hand margin to be set at no more than three-eighths of an inch;
6. Each question and answer to begin on a separate line;
7. Each question and answer to begin no more than five (5) spaces from the left-hand margin, with no more than five (5) spaces from the Q and A to the text;
8. Carry-over Q and A lines to begin at the left-hand margin.
9. All hearings or proceedings will only be recorded by the Contractor's own qualified, registered professional reporters by means of mechanical or computerized stenographic or steno-type process. Audio and videotapes of hearings or proceedings will not be acceptable without prior written authorization of the using agency. The use of a "closed microphone" or "steno-mask" system will not be acceptable.
10. The Contractor will, upon the agency request, transcribe any audio tapes obtained by the agency at hearings conducted without a reporter or contractor, including transcribing tapes from any recording media. Transcript pages of audiotapes are to be charged on a per transcript page basis only, without a reporter hourly charge being included. The transcription of such audiotapes will be prepared and delivered under the terms of preparation and delivery provided in the agency purchase order.

SPECIFICATIONS AND REQUIREMENTS  
FOR  
STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES

11. All condensed transcripts (i.e., 4 pages of transcription on one page) must come with a word index which includes all words used in the transcription, with the exception of words such as "and" or "the".
12. Upon request, the Contractor shall provide the agency with transcripts on compact diskettes (CD's) compatible with Windows or Macintosh and translated into MS Word or Word Perfect, or if neither is available, ASCII format. Diskettes will be returned to the Contractor.

B. Special Requirements – as specified by the user agency

1. At the discretion of the ordering agency, the purchase may require specific requirements for the preparation and delivery of the hearing transcripts.
2. Such special requirements may include, but are not limited to, changes to the General Requirements, establishing a delivery due date, establishing protocols for the handling of exhibits, and transcript format.
3. Reference Bid Exhibit Four for a sampling of Special Requirements that may be required by user agencies.

C. Transcript Copies

The Contractor should expect payment for the original and up to one copy. Thereafter, the using agency shall have the option of making additional copies of transcripts as required for use by the agency. Additional transcript copies shall also be made available from the Contractor at a per page rate.

D. Document Retention

1. The Contractor will maintain the hearing record notes, stenotype tapes, and other pertinent transcription source documents for a period of not less than five (5) years following the recording of any hearing or proceeding.
2. The Contractor will make transcript source documents available to the agency or its hearing examiner, upon request.

IV. TRANSCRIPT DELIVERY

A. Transcripts shall be delivered in accordance with the purchase order requirements of the ordering agency.

1. Under the "standard" timeline for delivery, the Contractor shall prepare and deliver a proper transcription of professional quality within fifteen (15) business days following the recording of each hearing or proceeding.
2. When requested by the ordering agency, the Contractor must provide transcripts on an "expedited" basis within ten (10) working days following the recording of any hearing or proceeding.
3. When requested by the ordering agency, the Contractor must provide transcripts on an "special delivery" basis within five (5) working days following the recording of any hearing or proceeding.
4. When requested by the ordering agency, the Contractor must provide transcripts on an "emergency" basis within two (2) working days following the recording of any hearing or proceeding.
5. Historic and estimated quantity requirements for each of the above transcript delivery schedules are provided as Bid Exhibit Three.

SPECIFICATIONS AND REQUIREMENTS  
FOR  
STENOGRAPH REPORTING AND TRANSCRIPTION SERVICES

B. Performance Agreement

The following Performance Agreement is a part of this Invitation to Bid/Contract. Your signature on the first page of the ITB/Contract signifies your intention to be bound by the terms of this Performance Agreement.

1. If the transcripts are not delivered within the time requirements stated herein the following penalties might be assessed:
  - a. If the transcripts are 1-5 days late there will be a 10% deduction in the cost charged to the agency for the transcripts that were delivered late.
  - b. If transcripts are 6-10 days late there will be a 25% deduction in the cost charged to the agency for the transcripts that were delivered late.
  - c. If transcripts are 11 + days late there will be a 50% deduction in the cost charged to the agency for the transcripts that were delivered late.
2. Continued failures on the Contractor's part to meet a time limit or to maintain adequate quality control, constitutes grounds for termination of this Contract as deemed necessary by the Director, Department of Administrative Services.

V. SUBMISSION OF INVOICES

- A. The Contractor shall invoice the ordering agency via individual invoices for each transcript.
  1. Individual counties may be statutorily responsible for payment pursuant to O.R.C. 5715.36. In such instances, the hearing costs will be certified by the agency to be paid directly to the Contractor by the individual counties.
  2. These invoices will also serve as a transmittal or delivery slip.
  3. As directed by the agency, an original invoice shall be submitted directly to the county for payment.
- B. The invoice shall include the Contractor's Federal Tax Identification Number (TIN) and shall contain an itemization of the number of hearing hours, number of original transcript pages, number of copy transcript pages, date taken, type of service provided, case number, case caption, and the name of the hearing officer.
- C. A proper invoice is defined as being free of defects, discrepancies, errors and other improprieties, and shall include your Federal Tax Identification Number (TIN). Defective invoices shall be returned to the Contractor noting areas for correction. If such notification of defects is sent, the required payment date shall be thirty (30) days after receipt of the corrected invoice.

VI. TRAVEL EXPENSES

Any travel or per diem required by the Contractor to carry out its obligations under the Contract will be at the Contractor's expense. Regardless of the hearing site, mileage or other travel expenses will not be paid by the state of Ohio.

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: ANDERSON REPORTING SERVICE

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 40.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 130.00	Per Hearing
Late Notification of Cancellation of Hearing	\$ 130.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 4.50	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 5.00	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 6.00	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 7.25	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 1.00	Per Page
Scanned Hearing Exhibits	\$ 0.35	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference page 12 for additional services available from Anderson Reporting Service.		

(1) May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 5			Counties in District 6
XXX	Licking		XXX	Union
XXX	Fairfield		XXX	Madison
			XXX	Delaware
			XXX	Franklin
			XXX	Pickaway

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
10 %	60 %	10 %	10 %	10 %

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

ADDITIONAL SERVICES AVAILABLE

CONTRACTOR: ANDERSON REPORTING SERVICE

SERVICES	COST	
Anderson Web Repository	\$ 0.25	Per Page
Conference Room	\$ 25.00	Per Hour
Laptop Rental	\$ 50.00	Per Day
Notary Subpoena	\$ 50.00	Plus Process Server Fees
Printer Rental	\$ 50.00	Per Day
Process Service	\$ 90.00	Two Attempts In Franklin County
Xerox Copying	\$ 0.35	Per Page
Xerox Color Copying	\$ 1.25	Per Page
Realtime Translation	\$ 1.50	Per Page
<b>EXHIBIT SYNCHRONIZATION</b>		
All exhibits are synchronized to the written transcript and downloaded to a CD.		
1 – 50 pages	\$ 50.00	Flat Rate
51 – 100 pages	\$ 75.00	Flat Rate
101 – 150 pages	\$ 100.00	Flat Rate
151 – 200 pages	\$ 125.00	Flat Rate
201 – 250 pages	\$ 150.00	Flat Rate
251 – 300 pages	\$ 175.00	Flat Rate
301 – 350 pages	\$ 200.00	Flat Rate
351 – 400 pages	\$ 225.00	Flat Rate
<b>VIDEO PRODUCTIONS</b>		
Videotaping	\$ 150.00	Per Hour
Editing	\$ 100.00	Per Hour
Synchronized Video/Transcript	\$ 90.00	Per Hour of Run Time
Courtroom Playback	\$ 500.00	Per Day
VHS Tape	\$ 10.00	Per Each
DVD	\$ 15.00	Per Each
<b>VIDEOCONFERENCING CENTER (ISDN OR IP CALLS)</b>		
Videoconferencing: 8:00 am – 5:00 pm	\$ 150.00	Per Hour
Videoconferencing: 6:00 am – 8:00 am	\$ 200.00	Per Hour
Videoconferencing: 5:00 pm – 9:00 pm	\$ 250.00	Per Hour
Videoconferencing: Late Night, Weekends, Holidays	\$ 275.00	Per Hour
Call-out Phone Charges (USA)	\$ 75.00	Per Hour

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: ARMSTRONG & OKEY, INC

SERVICE	COST		
Charge Per Reporter Hour (1)	\$	45.00	Per Hour
Minimum Charge (if any) Per Hearing	\$	100.00	Per Hearing
Late Notification of Cancellation of Hearing	\$	40.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$	3.40	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$	3.90	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$	4.30	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$	4.75	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$	NO CHARGE	Per Page
Scanned Hearing Exhibits	\$	0.30	Per Page

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 5		Counties in District 6		Counties in District 9
XXX	Knox	XXX	Marion	XXX	Ross
XXX	Licking	XXX	Union		
XXX	Fairfield	XXX	Madison		
XXX	Perry	XXX	Fayette		
XXX	Coshocton	XXX	Morrow		<b>Counties in District 10</b>
XXX	Muskingum	XXX	Delaware	XXX	Hocking
XXX	Guernsey	XXX	Franklin	XXX	Athens
		XXX	Pickaway		

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
20 %	54 %	20 %	4 %	2 %

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: BISH & ASSOCIATES, LLC

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 50.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 50.00	Per Hour
Late Notification of Cancellation of Hearing	\$ 50.00	Flat Rate
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 3.45	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 3.45	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 4.00	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 4.00	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 2.45	Per Page
Scanned Hearing Exhibits	\$ 1.00	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from Bish & Associates, LLC:		
Charge per Transcript Page – From Audio Tapes	\$ 3.45	Per Page
Video Conferencing Setup and Equipment Rental	\$ 175.00	Per Hour

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 3		Counties in District 11		Counties in District 12
XXX	Medina	XXX	Holmes	XXX	Cuyahoga
XXX	Wayne	XXX	Tuscarawas	XXX	Geauga
	<b>Counties in District 4</b>	XXX	Carroll		
XXX	Summit	XXX	Columbiana		
XXX	Stark				
XXX	Portage				

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
No Entry	No Entry	No Entry	No Entry	No Entry

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: COLLINS REPORTING SERVICE, INC

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 50.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 50.00	Per Hearing
Late Notification of Cancellation of Hearing	\$ 50.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 3.87	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 5.13	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 5.76	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 6.71	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ .80	Per Page
Scanned Hearing Exhibits	\$ 0.35	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from Collins Reporting Service:		
Charge per Transcript Page – From Audio Tapes	\$ 4.09	Per Page
Video Conferencing Setup and Equipment Rental	\$ 175.00	Per Hour

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

Counties in District 2							
XXX	Williams		XXX	Lucas		XXX	Ottawa
XXX	Fulton		XXX	Wood		XXX	Sandusky
XXX	Henry					XXX	Seneca

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
15 %	70 %	5 %	5 %	5 %

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: DEARBORN REPORTING SERVICES

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 62.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 62.00	Per Hearing
Late Notification of Cancellation of Hearing	\$ 100.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 4.10	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 4.40	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 4.80	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 6.50	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 1.00	Per Page
Scanned Hearing Exhibits	\$ 0.10	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from Dearborn Reporting Services:		
Charge per Transcript Page – From Audio Tapes	\$ 5.00	Per Page
Video Conferencing Setup and Equipment Rental	\$ 380.00 – 550.00	Point to Point – Depending on Phone Networking Fees
Video Deposition	\$ 300.00	Per First Hour
	\$ 50.00	Per Additional Half Hour

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

Refer to Page 17

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.				
Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
20 %	18 %	18 %	20 %	24 %

PRICE SCHEDULE

**DECLARATION OF SERVICE AREA**

Mark with an "XXX" to indicate service for all current and future sites within the Bid District and/or individual counties within the Bid District. Reference Bid Exhibit Two for a map of the Bid Districts and counties located within each Bid District.

CONTRACTOR: DEARBORN REPORTING SERVICES

	<b>Counties in District 1</b>		<b>Counties in District 5</b>	N/A	<b>Counties in District 9</b>
	Defiance	XXX	Knox		Brown
	Paulding	XXX	Licking		Highland
	Van Wert	XXX	Fairfield		Adams
	Putnam	XXX	Perry		Ross
	Allen	XXX	Coshocton		Pike
	Hancock	XXX	Muskingum		Scioto
	Hardin	XXX	Guernsey		Jackson
XXX	Wyandot				Lawrence
			<b>Counties in District 6</b>		
	<b>Counties in District 2</b>	XXX	Marion		<b>Counties in District 10</b>
	Williams	XXX	Union	XXX	Hocking
	Fulton	XXX	Madison		Vinton
	Henry	XXX	Fayette		Gallia
XXX	Lucas	XXX	Morrow		Morgan
XXX	Wood	XXX	Delaware		Athens
XXX	Ottawa	XXX	Franklin		Meigs
XXX	Sandusky	XXX	Pickaway	XXX	Noble
XXX	Seneca				Washington
		N/A	<b>Counties in District 7</b>	XXX	Monroe
	<b>Counties in District 3</b>		Mercer		
XXX	Erie		Darke		<b>Counties in District 11</b>
XXX	Huron		Auglaize	XXX	Holmes
XXX	Crawford		Shelby	XXX	Tuscarawas
XXX	Richland		Miami	XXX	Carroll
XXX	Ashland		Montgomery	XXX	Harrison
XXX	Lorain		Logan	XXX	Belmont
XXX	Medina		Champaign	XXX	Jefferson
XXX	Wayne		Clark	XXX	Columbiana
	<b>Counties in District 4</b>	N/A	<b>Counties in District 8</b>		<b>Counties in District 12</b>
XXX	Summit		Preble	XXX	Cuyahoga
XXX	Stark		Butler	XXX	Geauga
XXX	Portage		Hamilton	XXX	Lake
XXX	Ashtabula		Warren		
XXX	Trumbull		Clermont		
XXX	Mahoning		Greene		
			Clinton		

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: MCGINNIS & ASSOCIATES, INC

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 45.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 115.00	Per Hearing
Late Notification of Cancellation of Hearing	\$ 120.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 4.25	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 4.50	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 5.00	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 5.75	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 0.25	Same Side To Agency Per Page
Scanned Hearing Exhibits	\$ 0.10	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from McGinnis & Associates, Inc:		
Charge per Transcript Page – From Audio Tapes	\$ 8.25	Per Page

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

Counties in District 6			
		XXX	Franklin

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
10 %	50 %	10 %	15 %	15 %

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: MEHLER & HAGESTROM

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 39.50	Per Hour
Minimum Charge (if any) Per Hearing	\$ 118.50	Per Hearing
Late Notification of Cancellation of Hearing	\$ 118.50	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 3.95	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 4.10	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 4.75	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 5.95	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 0.25	Per Page
Scanned Hearing Exhibits	\$ 0.25	Per Page

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

	Counties in District 4		Counties in District 12
XXX	Summit	XXX	Cuyahoga

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
25 %	60 %	5 %	5 %	5 %

PRICE SCHEDULE

To provide qualified, professional stenograph reporting and transcription services as stated herein, from July 01, 2008 through December 31, 2011.

NOTE: All hourly charges shall begin at the time proceedings begin.

CONTRACTOR: RENNILLO COURT REPORTING, RECORDS AND MEDIA

SERVICE	COST	
Charge Per Reporter Hour (1)	\$ 40.00	Per Hour
Minimum Charge (if any) Per Hearing	\$ 40.00	Per Hearing
Late Notification of Cancellation of Hearing	\$ 100.00	Per Hearing
Charge Per Transcript Page (Regular Delivery w/i 15 business days after hearing)	\$ 5.15	Per Page
Charge Per Transcript Page (Expedited Delivery w/i 10 business days after hearing)	\$ 5.15	Per Page
Charge Per Transcript Page (Special Delivery w/i 5 business days after hearing)	\$ 6.15	Per Page
Charge Per Transcript Page (Emergency Delivery w/i 2 business days after hearing)	\$ 8.15	Per Page
Charge Per Transcript Page (Additional Copied Pages)	\$ 0.25	Same Side To Agency Per Page
Scanned Hearing Exhibits	\$ 0.35	Per Page
Bidders may include a complete list of other available services with their Bid Response. This list will be added to the Contractor's Price Schedule Page. Reference the following additional services available from McGinnis & Associates, Inc:		
Charge per Transcript Page – From Audio Tapes	\$ 7.50	Per Page
Video Conferencing Setup And Equipment Rental	\$ 200.00	Per Hour

May only apply to hearings of one (1) hour or less and twenty (20) pages or less.

**Declaration of Service Area**

Refer to Page 21

As a baseline for any future cost increase requests, Bidders shall indicate as a percentage of their total cost what the cost elements are for completion of the work. Sum of percentages must equal one hundred percent.

Administrative Cost	Labor Cost	Equipment Cost	Supplies Cost	Transportation Cost
30 %	50 %	10 %	5 %	5 %



CONTRACTOR INDEX

CONTRACTOR, TERMS:



0000055707  
Anderson Reporting Services, Inc.  
3242 West Henderson Road, Suite A  
Columbus, OH 43220

BID CONTRACT NO.: OT901709-1 (12/31/11)

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Katherine Gregg

Telephone: (614) 326-0177

Toll Free: (800) 753-0289

FAX: (614) 326-0214

E-mail address: kgregg@andersonreporting.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: kgregg@andersonreporting.com

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CONTRACTOR, TERMS:



0000152042  
Armstrong & Okey, Inc.  
185 South Fifth Street, Suite 101  
Columbus, OH 43215

BID CONTRACT NO.: OT901709-2 (12/31/11)

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Michael Spencer

Telephone: (614) 224-9481

Toll Free: (800) 223-9481

FAX: (614) 224-5724

E-mail address: mikespencer@ameritech.net

IT/MIS CONTACT PERSON: Jennifer Duffer

Telephone: (614) 224-9481

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

FAX TO: (614) 224-5724

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CONTRACTOR, TERMS:



0000083128  
Bish & Associates, LLC  
159 South Main Street, 812 Key Building  
Akron, OH 44308

BID CONTRACT NO.: OT901709-3 (12/31/11)

TERMS: 2%, 10 Days, Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Laura Mills

Telephone: (330) 762-0031

Toll Free: (800) 332-0607

FAX: (330) 762-0300

E-mail address: lmills@sssnet.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

FAX TO: (330) 762-0300

CONTRACTOR INDEX

CONTRACTOR, TERMS:



0000068577  
Collins Reporting Service, Inc.  
405 North Huron Street  
Toledo, OH 43604

BID CONTRACT NO.: OT901709-4 (12/31/11)

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Denise Wolfe

Telephone: (419) 255-1010

FAX: (419) 244-8222

E-mail address: [accounting@collinsreporting.com](mailto:accounting@collinsreporting.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [accounting@collinsreporting.com](mailto:accounting@collinsreporting.com)

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CONTRACTOR, TERMS:



0000155967  
Dearborn Reporting Services  
1375 East Ninth Street  
Cleveland, OH 44114

BID CONTRACT NO.: OT901709-6 (12/31/11)

TERMS: 3%, 25 Days, Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Katrina Dearborn

Telephone: (216) 298-4888

Toll Free: (877) 777-7828

FAX: (216) 298-4880

E-mail address: [info@DearbornReporting.com](mailto:info@DearbornReporting.com)

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO: [info@DearbornReporting.com](mailto:info@DearbornReporting.com)

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CONTRACTOR, TERMS:



0000045944  
McGinnis & Associates, Inc.  
175 South Third Street, Suite 540  
Columbus, OH 43215

BID CONTRACT NO.: OT901709-7 (12/31/11)

TERMS: Net 30 Days

DELIVERY: As Specified

CONTRACTOR'S CONTACT: Robert Matheny

Telephone: (614) 431-1344

Toll Free: (800) 498-2451

FAX: (614) 431-5226

E-mail address: [Schedule@McGinnisCourtReporters.com](mailto:Schedule@McGinnisCourtReporters.com)

IT/MIS CONTACT PERSON: Lisa Paxton

Telephone: (614) 431-1344

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

E-MAIL TO:

[Schedule@McGinnisCourtReporters.com](mailto:Schedule@McGinnisCourtReporters.com)

CONTRACTOR INDEX

CONTRACTOR, TERMS:



0000071630  
Mehler & Hagestrom  
101 Prospect Avenue, West, 1750 Midland Building  
Cleveland, OH 44115

CONTRACTOR'S CONTACT: Edward Mehler

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

BID CONTRACT NO.: OT901709-8 (12/31/11)

TERMS: Net 30 Days

DELIVERY: As Specified

Telephone: (216) 621-4984  
FAX: (216) 621-0050  
E-mail address: [schedule@mandh.com](mailto:schedule@mandh.com)

E-MAIL TO: [schedule@mandh.com](mailto:schedule@mandh.com)

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CONTRACTOR, TERMS:



0000062150  
Rennillo Court Reporting, Records and Media  
1301 East Ninth Street, Suite 100  
Cleveland, OH 44114

CONTRACTOR'S CONTACT: Rebecca Minadeo

IT/MIS CONTACT PERSON: Nicholas Rennillo

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS:

BID CONTRACT NO.: OT901709-9 (12/31/11)

TERMS: 2%, 10 Days, Net 30 Days

DELIVERY: As Specified

Telephone: (216) 523-1313  
Toll Free: (866) 391-3376  
FAX: (216) 263-7070  
E-mail address: [nick@rennillo.com](mailto:nick@rennillo.com)

Telephone: (216) 523-1313

E-MAIL TO: [nick@rennillo.com](mailto:nick@rennillo.com)

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BID EXHIBIT ONE  
 DECLARATION OF SERVICE AREA

Mark with an "X" to indicate service for all current and future sites within the Bid District and/or individual counties within the Bid District. Reference Bid Exhibit Two for a map of the Bid Districts and counties located within each Bid District.

Contractors should notify the Office of Procurement Services whenever their service area changes.

<b>All counties in District 1</b>		<b>All counties in District 5</b>		<b>All counties in District 9</b>
Defiance		Knox		Brown
Paulding		Licking		Highland
Van Wert		Fairfield		Adams
Putnam		Perry		Ross
Allen		Coshocton		Pike
Hancock		Muskingum		Scioto
Hardin		Guernsey		Jackson
Wyandot				Lawrence
		<b>All counties in District 6</b>		
<b>All counties in District 2</b>		Marion		<b>All counties in District 10</b>
Williams		Union		Hocking
Fulton		Madison		Vinton
Henry		Fayette		Gallia
Lucas		Morrow		Morgan
Wood		Delaware		Athens
Ottawa		Franklin		Meigs
Sandusky		Pickaway		Noble
Seneca				Washington
		<b>All counties in District 7</b>		Monroe
<b>All counties in District 3</b>		Mercer		
Erie		Darke		<b>All counties in District 11</b>
Huron		Auglaize		Holmes
Crawford		Shelby		Tuscarawas
Richland		Miami		Carroll
Ashland		Montgomery		Harrison
Lorain		Logan		Belmont
Medina		Champaign		Jefferson
Wayne		Clark		Columbiana
<b>All counties in District 4</b>		<b>All counties in District 8</b>		<b>All counties in District 12</b>
Summit		Preble		Cuyahoga
Stark		Butler		Geauga
Portage		Hamilton		Lake
Ashtabula		Warren		
Trumbull		Clermont		
Mahoning		Greene		
		Clinton		

This completed form must be returned as part of the Bid Response. Failure to complete this page may deem your Bid not responsive.

BID EXHIBIT TWO



BID EXHIBIT THREE

SERVICE REQUIREMENT PER YEAR	(Reported)	(Reported)	(Estimated)	(Estimated)
	2006	2007	2008	2009
REPORTER HOURS	1,254	1,346	1,527	1,719
TRANSCRIPTION PAGES	59,801	55,874	56,265	59,932
SCHEDULED HEARINGS	1,053	1,196	1,536	1,292
DOLLARS SPENT	452,152	475,304	481,584	513,002
EXPEDITED DELIVERY REQUESTS	118	170	100	67
SPECIAL DELIVERY REQUESTS	0	0	0	0
EMERGENCY DELIVERY REQUESTS	0	0	0	0
ADDITIONAL COPIED PAGES	2,767	493	2	2
PAGES FROM AUDIO TAPES	263	422	631	760
LATE HEARING CANCELLATIONS	87	114	120	134

These usage figures do not include all State agencies nor any of the State's Cooperative Purchasing Program members.

All future usage figures are estimates and the actual annual usage may be substantially more or less than the estimates given. The State is not responsible for any deviation between the usage estimates and the actual usages.

BID EXHIBIT FOUR

EXAMPLES OF AGENCY SPECIAL REQUIREMENTS  
FOR TRANSCRIPT PREPARATION AND DELIVERY

**Medical Board Hearings: Instructions for Reporters**

Handling Exhibits

- Place sealed exhibits in a separate envelope and seal it. Mark the front with the case name, case number if any, and designate its contents as "Exhibits Under Seal".
- Place proffered exhibits in a separate envelope and mark the front with case name. Designate its contents as "Proffered Exhibits".
- In the transcript, on the separate introduction pages before the transcript text (after the reporter lists counsel and witnesses), provide a list of all exhibits admitted and all exhibits proffered. Note which exhibits were placed under seal.
- *Scanned exhibits.* Upon request, the reporter may be required to scan hearing exhibits.

Transcript

- Text of transcript: 25 numbered lines of transcript per page. *Not* in all caps.
- The hearing date and Respondent's last name are listed on each page in a header or footer. Any information about the reporting firm in a header or footer must be in smaller font and not in bold type.
- Provide, after the cover page and before the transcript text begins: Appearances, List of Exhibits, and List of Witnesses. Note that, if the State's Exhibit 1 consists of "procedural exhibits," it is not necessary to describe each one individually. The reporter may list it as follows: "State's Exhibits 1A through 1X: Procedural Exhibits."
- Provide a Word Index, which must be *separately paginated*. (If the last page of the transcript is 107, the Word Index is not paginated beginning with page 108.)
- Provide a Condensed Transcript or Minuscript (four condensed pages per page), which is *separately paginated*. (In other words, the page containing condensed pages 1 – 4 must be additionally labeled as Page 1; the page containing condensed pages 5 to 8 is labeled Page 2, etc. )
- *Electronic Copy.* Provide electronic copies of the full transcript, condensed transcript, and word index. The electronic copy must be an exact copy of the signed hardcopy provided to us: in other words, if we print out a new copy of the transcript or index from the disk, that printed copy must exactly match the hard copy provided to us. *Provide a .ptx copy as well as a .txt copy.*

Hearings Extending for More than One Day

- Do not number subsequent volumes beginning with page 1. Use the next consecutive number that follows the last page of the preceding volume. (Do not include indexes in determining the page numbers for transcript pages.)
- Provide an electronic copy that includes all volumes in a single file/disk so that a person doing a search does not have to search each volume of transcript separately.
- Provide a single Word Index that includes all the volumes of transcript.
- When a hearing is not completed at the end of the day and there will be further proceedings on a later day, discuss with the parties whether the court reporter will need to bring the exhibits back for the next day of hearing.

Delivery of Transcript

- The reporter must deliver a transcript no later than the 10th business day following the hearing unless other arrangements are made at the close of the hearing. If the transcript is sent to the Hearing Unit by a delivery means other than personal/messenger delivery to the Hearing Unit, the reporter must include a cover sheet, provided by the Hearing Unit, notifying the Board's receptionist that the documents enclosed are exhibits that have been admitted into the hearing record and should not be date-stamped by the receptionist.

BID EXHIBIT FOUR

EXAMPLES OF AGENCY SPECIAL REQUIREMENTS  
FOR TRANSCRIPT PREPARATION AND DELIVERY

**Office of the Ohio Public Defender**

- Agency Comments: Transcripts shall not be in all capital letter format. Transcripts will provide word indexing, and will provide search capability on electronic devices, and also offer the option to order mini-scripts.
  - OOPD also uses video conferencing and other related charges (hook-up; room rental) for transcription services.
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**Ohio Ethics Commission**

- Agency Comments: Transcripts from hearings at the Ethics Commission should be delivered no later than 10 business days after the hearing due to strict timelines for the issuance of the Hearing Examiner's Report and Recommendations.
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**Office of Budget Management**

- Agency Comments: Transcripts shall be produced in 12pt type.
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**Ohio Department of Natural Resources**

- Agency Comments: The transcript format shall display 24 numbered lines per page in addition to the page number; body of page is boxed at 1.25 inches from left, .75 inches from right, .75 inches from top, and 1.25 inches from bottom; within the boxed page body, left margin incorporates line numbers and is .75 inches, right margin appears to be about .5 inches, top incorporates page numbers and is .5 inches, bottom margin is .25 inches; paragraph indents begin approximately 10 spaces from the left margin.